



## UNITED STATES DISTRICT COURT

Western District of Kentucky

Announcement Number: FY12-02

**POSITION:** Information Systems Project Manager

**LOCATION:** Louisville, Kentucky

**SALARY RANGE:** CL 29 (\$65,439 - 106,399), depending upon qualifications  
Career Ladder Promotion Potential to CL 30 (\$77,347 - 125,705)

**OPEN DATE:** October 21, 2011

**CLOSE DATE:** November 10, 2011 by 5:00 p.m. EST  
Applications must be received by 11/10/11. No late applications accepted.

### POSITION OVERVIEW:

This position is located in the Clerk's Office of the U. S. District Court in Louisville, Kentucky. The Information Systems Project Manager oversees and manages automated systems within the judicial district. Responsibilities include supervision of information technology staff, project management, problem solving in all aspects of court automation projects, overseeing automation training, integration of office automation equipment, telecommunications, and courtroom technology. This position troubleshoots automation issues to resolve network and operational problems, and ensures an effective cyclical maintenance program for all office automation equipment. The Information Systems Project Manager is responsible for procurement and installation/upgrade of all judiciary and local applications.

### REPRESENTATIVE DUTIES:

- Oversee the daily operation of the information technology department to include analyzing workflow, establishing priorities, and setting deadlines. Conduct staff meetings and communicate operational status and relevant information to staff. Perform quality checks and approve the efficiency and effectiveness of all systems and programs prior to installation.
- Provide technical advice and recommendations to judges and unit executives to assist in defining court automation needs. Develop solutions to problems and procedures for accomplishing objectives.

- Plan and manage information technology budgets, expenditures, and procurement activities in consultation with senior management. Meet regularly with managers, judges, court unit executive, other court units, and vendors to determine information technology needs, recommend viable solutions, and maintain collaborative relationships.
- Coordinate, schedule and effectively manage automation systems projects. Prepare and present periodic reports on status of projects to judges and unit executives. Direct and assume responsibility for all phases of automation projects, including planning and procurement aspects through out project stages. Maintain a project log of court automation actions.
- Oversee the development of specific system features to meet unique court needs. Make adaptations to national systems and/or participate in the planning for, and acquisition of, specific systems for the court unit.
- Ensure the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment. Manage the IT Continuity of Operations Plan (COOP) and conduct annual testing and plan updates.
- Coordinate automation training for IT staff, and oversee training provided by IT staff to all users.

### **QUALIFICATIONS:**

The applicant must have a Bachelor's Degree in the area of computer science or related field from an accredited college or university, with at least four years of specialized experience. Preference will be given to applicants with a Masters Degree.

**Specialized experience** is progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

Candidates must also demonstrate:

- Proven successful project management experience;
- Excellent oral and written communication skills;
- Skill in analyzing, evaluating and determining automation needs;
- Ability to work with strict deadlines in a fast paced environment; and
- Skill in developing and providing training to non-automation personnel

### **BENEFITS:**

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation).
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employees' Health Benefits
- Optional Federal Employees' Group Life Insurance
- Optional SHPS Flexible Spending Accounts
- Optional CNA Long-term Care Insurance
- Credit for prior federal government service

#### **INFORMATION FOR APPLICANTS:**

- This position is regular and full-time.
- Applicant must be a U. S. Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

#### **HOW TO APPLY:**

Submit cover letter, resume, salary history, and 500 word essay outlining information technology project management experience to:

Human Resources Manager  
U. S. District Court  
601 W. Broadway, Suite 106  
Louisville, KY 40202-2249

No e-mail or fax applications accepted.

For additional information on the United States District Court, visit our web site at [www.kywd.uscourts.gov](http://www.kywd.uscourts.gov)

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